

**Appleton Town Administrator Research Committee**

Minutes of February 25, 2016

Attendance: Lorie Costigan, Claire Adams, Tom Lokocz Adams, Phelps Brown, Jen Pendleton, Scott Wiley, John Fenner, Will Neils.

Absent: Paul Gagnon

- I. Convene, 7 p.m., Appleton Town Office
- II. On a motion by Costigan, seconded by Lokocz Adams, Fenner elected chairman. Unanimous.
- III. On a motion by Pendleton, seconded by Adams, Costigan elected secretary. Unanimous.
- IV. Subsequent meeting dates set for 7 p.m., town office, March 3, 17, 24, 31
- V. Fenner reads definition of administrative positions, as held by Maine Municipal and Maine statutes. On a motion by Lokocz, seconded by Costigan, committee rules out consideration of a Town Manager position due to lack of support within existing town ordinances/structure. Unanimous.
- VI. Committee sets following action items:
  1. Fenner: E-mail questionnaire to town officials, committees, school, library for completion by next meeting
  2. Costigan and Adams: Benchmark chart of surrounding town government structure, budgets, and population base.
  3. Brown: Create mission statement to ensure committee work encapsulates entire intent of January 2016 town meeting vote for review and approval at next meeting.
- VII. Motion by Fenner, seconded Adams, Adjourn. 8:29 p.m. Unanimous.

Approved 3/3

Motion Pendleton, Second Wiley, 5-0-1

Approved: Fenner, Neils, Pendleton, Wiley, Costigan; Gagnon abstained.